

FRESNO, CALIFORNIA
CLASS SPECIFICATION
SUPERVISING PLANNER

FLSA STATUS:

Exempt

CLASS SUMMARY:

The Supervising Planner is the third level in a three level Planning series. Incumbents are responsible for supervising staff and division operations and activities, overseeing consultant activities, handling politically sensitive projects, serving as a staff liaison to the Planning Commission, developing and recommending policies, and serving as a representative of the City on large, complex projects.

The Supervising Planner is distinguished from the Associate Planner by its first-line supervisory responsibility.

TYPICAL CLASS ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary.)

**FRE-
QUENCY**

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|----|---|--------------|
| 1. | Supervises staff to include prioritizing and assigning work; coaching; conducting performance evaluations; ensuring staff are trained; ensuring that employees follow policies and procedures; maintaining a healthy and safe working environment; and, making hiring, termination, and disciplinary recommendations. | Daily
10% |
| 2. | Supervises the daily operation in assigned administrative support area, which includes; planning, coordinating, administering, and evaluating projects, processes, procedures, systems, and standards; developing and coordinating work plans, participating in the development of goals and objectives; and, ensuring compliance with applicable Federal, state, and Local laws, regulations, codes, and/or standards. | Daily
20% |
| 3. | Supervises, designs and implements strategies for sustainable growth, historic preservation, public art, new urbanism, downtown and neighborhood revitalization, transit oriented development and design guidelines. | Daily
20% |
| 4. | Supervises the processing of entitlements and other related planning activities by scheduling, coordinating, administering, and evaluating projects and work plans, processes, procedures, and standards; participating in the development of goals and objectives; and, ensuring compliance with applicable Federal, State, and local laws, regulations, codes, and/or standards. | Daily
20% |
| 5. | Schedules, plans, and participates in special studies and prepares comprehensive reports, resolutions, and ordinances detailing findings and recommendations. | Daily
15% |

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TYPICAL CLASS ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary.)		<u>FRE- QUENCY</u>
6.	Identifies projects and prepares and administers schedules for planning and zoning activities.	Daily 5%
7.	Supervises and participates in the analyses of community planning issues and the preparation of planning proposals.	Daily 5%
8.	Supervises and participates in research and studies leading to the preparation of reference standards and criteria for environmental standards, site design, urban development and urban services.	Daily 5%
9.	Prepares graphical analyses and written reports including, but not limited to, environmental assessments, internal reports, Commission and City Council reports, inter-jurisdictional correspondence, letters, ordinances, and/or other applicable information.	Weekly 5%
10.	Interprets and administers the Fresno Municipal Code, the general, community and specific plans, the California State Subdivision Map and the Mitigation Fee Acts, and the State's planning and zoning laws, including but not limited to California Environmental Quality Act and Federal environmental laws.	Weekly 5%
11.	Makes presentations and participates in a variety of meetings, Commissions, committees, and/or other related groups as a planning subject matter expert in order to receive and convey information to foster collaboration with the community and interest groups.	Weekly 10%
12.	Serves as a liaison to the public and community groups.	As Required
13.	Performs other duties of a similar nature or level.	As Required

Training and Experience (positions in this class typically require):

- Bachelor's Degree in Urban Planning, Geography, Landscape Architecture, Architecture, Environmental Sciences, Engineering, Public Administration, Business Administration or closely related field is required and five years of planning related experience or a Master's Degree and two years of related planning experience is required;
- OR
- An equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

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Licensing Requirements (positions in this class typically require):

- Basic Class C License.

Knowledge (position requirements at entry):

Knowledge of:

- Supervisory principles and practices
- Contemporary urban and regional planning terminology, techniques, and practices
- Applicable Federal, State and Local laws, codes, ordinances, policies, procedures, rules and regulations
- Sustainable development and smart growth concepts
- Environmental planning principles
- Graphic design principles and associated techniques
- Mathematical concepts
- Research methods
- Customer service policies, principles and practices
- General writing principles and report writing techniques

Skills (position requirements at entry):

Skill in:

- Monitoring and evaluating the work of subordinate staff
- Prioritizing and assigning work; detail oriented and ability to multi-task
- Training employees in proper work methods
- Using computers and applicable software applications
- Providing customer services
- Interpreting, applying and explaining applicable laws, codes, ordinances, policies, procedures, rules and regulations
- Prepare and proofread clear, concise, and comprehensive reports, records, and other written documents
- Exercising independent judgment within general policy guidelines and operating parameters
- Analyzing demographic statistics
- Evaluating land use at the macro and parcel level
- Ability to prepare and make effective oral presentations
- Preparing and performing mathematical calculations
- Analyzing a variety of statistical data and information and making recommendations based on findings
- Communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, business, organizations, elected and appointed officials, media, etc. sufficient to exchange or convey information, give/receive work direction

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Physical Requirements:

Positions in this class typically require: feeling, finger dexterity, grasping, hearing, and repetitive motions, seeing and talking.

Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects including one's own body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met. Some positions may require more frequent walking, lifting and standing.

Note:

The above job specification is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department.

Classification History:

Draft prepared by Fox Lawson & Associates (LM)

Date: 12/2007

Reviewed by the City of Fresno

Date: 5/2008